



Verification	Originator	Approved	Issued
Initials	ST	ST	ST
Date	8/29/2014	12/5/2014	12/15/2014

Title: COFL-FF-EP-4.3.1-1 Environmental Aspects Procedure

Person responsible:	Program Manager	
Area of application:	Fleet Fenceline	
Document location:	www.fortlauderdale.gov/ESMS	
Revisions		
Rev. No.	Date	Description
001	4/19/16	Add "ESMS Coordinator" to last sentence in section 5.5.
002		
Recurring action items		
Activity	Responsibility	Frequency
1. Review the master list of activities and aspects to ensure it is up to date and accurate. Edit list as necessary.	ESMS Core Team and FF Team	At a minimum, annually
2. Evaluate new aspects against the criteria. No action is necessary if the list has not changed.	ESMS Core Team and FF Team	Dependent upon findings in Activity 1, at a minimum annually

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1.0 Purpose

- 1.1 This procedure describes the process involved in identifying and evaluating the activities, products and services, which are the environmental aspects and significant aspects associated with the operations conducted or originating at Fleet Fenceline. Implementation of this procedure will result in the Fleet Fenceline establishing and prioritizing environmental objectives and targets.

2.0 Scope

- 2.1 This procedure conforms to element 4.3.1 *Environmental Aspects* of the ISO 14001:2004 standard and covers Fleet Fenceline operations.
- 2.2 This procedure covers activities, products and services that will or may impact the environment and are under the control or influence of the Fleet Fenceline.
- 2.3 The identification of environmental aspects includes elements arising from operations undertaken under normal, abnormal and emergency conditions. During the identification of environmental aspects, planned or new developments, new or modified activities, products and services were taken into account.

3.0 Responsibility

- 3.1 The **Program Manager** will schedule a meeting to assess the aspects with the **FF Team** on an annual basis, or more frequently if physical or operational changes are made at Fleet Fenceline.
- 3.2 The **Program Manager** is responsible for:
 - 3.2.1 Ensuring **FF Team** members and their employees and contractor are trained to identify and determine the significance of environmental aspects;
 - 3.2.2 Providing training to employees on sub-committees to identify and determine the significance of environmental aspects;
 - 3.2.3 Maintaining the list of environmental aspects and impacts that reside in the ESMS;
 - 3.2.4 Ensuring current copies of environmental aspects are maintained in the electronic files.
 - 3.2.5 Ensuring minutes of meetings are maintained and distributed to **FF Team** members.
- 3.3 The **ESMS Core Team** will:
 - 3.3.1 The **ESMS Core Team** will select four (4) aspects to control and manage during the initial development and implementation process of the ESMS for a period of approximately one year. The remaining significant aspects will be rolled into the ESMS when the implementation process is complete.
 - 3.3.2 Prioritize significant environmental aspects using **COFL-FF-ED-4.3.1-2 Evaluation of Aspects Criteria Matrix**;



3.3.3 Selection of the initial significant aspects to control and manage during the implementation process may be influenced by the similarity of the aspects. If multiple aspects are similar with respect to activities, impacts, and operational controls they may be combined into select categories or addressed as a single aspect during the implementation process. This flexibility assures greater diversity during the initial selection of significant aspects to control and manage.

3.3.4 Assign appropriate objectives, targets and management programs to each significant aspect to reduce the overall impact of the aspect.

3.4 The **FF Team** will:

- 3.4.1 Review the current list of environmental aspects and impacts, in **COFL-FF-ED-4.3.1-2 Evaluation of Aspects Criteria Matrix**;
- 3.4.2 Periodically perform a complete site survey for the scope of the ESMS and document environmental aspects, impacts and activities. Review current activities, products and services to identify new environmental aspects and impacts;
- 3.4.3 Solicit input on aspects and impacts from Fleet Fenceline employees and the contractor through Corrective Action Report (CAR) and Preventative Action Report (PAR). Note: The **FF Team** shall ensure environmental aspects which result from normal operations as well as abnormal operating conditions, shut-down and start-up conditions, as well as reasonably foreseeable emergency situations are identified;
- 3.4.4 Evaluate the identified environmental aspects and impacts using the **COFL-FF-ED-4.3.1-2 Evaluation of Aspects Criteria Matrix**. The **FF Team** will consider the potential regulatory and legal exposure and technological options during the review of environmental aspects;
- 3.4.5 Add the average *Environmental Significance* score to the average *Business Significance* score to determine the total for each impact. This number is the total rating of the impact.
- 3.4.6 Use the Matrix to document each aspect that the **FF Team** decides to manage as significant, taking into account the corresponding impact's total rating.
- 3.4.7 Prioritize significant environmental aspects based on a score of 4.05 or higher using **COFL-FF-ED-4.3.1-2 Evaluation of Aspects Criteria Matrix**;
- 3.4.8 Assign appropriate objectives, targets and management programs to each significant aspect to reduce the overall impact of the aspect. Refer to **COFL-FF-EP-4.3.3-1 Objectives, Targets & Programs procedure**.
- 3.4.9 Periodically review the environmental aspect identification process (including this procedure) to verify it is current and meeting the needs of Fleet Fenceline for identifying areas of improvement in environmental performance.



4.0 Definitions

- 4.1 Refer to **COFL-FF-EP-4.4.4-2 ESMS Related Definitions Procedure**

5.0 Process

- 5.1 The **ESMS Core Team** and the **FF Team** will identify and evaluate environmental aspects within the scope of the ESMS in order to identify those with significance. The scope of the ESMS includes activities and services occurring at the Fleet Fenceline as well as those occurring off site under the direction of the organization. The significant aspects will be managed in a way that reduces or eliminates the significant environmental impacts associated with them.
- 5.2 The inventory of aspects is maintained and evaluated using the significant criteria found in **COFL-FF-ED-4.3.1-2 Evaluation of Aspects Criteria Matrix** and established in this procedure.
- 5.3 The **ESMS Core Team** will evaluate the legal and other requirements during the review of environmental aspects. Refer to **COFL-FF-EP-4.3.2-1 Legal & Other Requirements Procedure**.
- 5.4 At a minimum, the **ESMS Core Team** and the **FF Team** will reassess the aspects annually to make any necessary modifications and to reflect any changes to operations regarding current, past, or new plans for modified activities, products and services at the Fleet Fenceline. This review will be documented and attendance recorded (e.g., agenda, sign in sheets, meeting minutes). Refer to **COFL-FF-ED-4.3.1-3 Environmental Aspects Annual Review Maintenance**.
- 5.5 If there are major changes to the aspects, as determined by the **ESMS Core Team**, a Management Review will be held to review and endorse the changes. The frequency of Management Review is detailed in the **COFL-FF-EP-4.6-1 Management Review Procedure**. The Management Review will be documented by the **ESMS Coordinator** and attendance recorded (e.g., agenda, sign in sheets, meeting minutes.)

6.0 References / Related Documents

- 6.1 Meeting Minutes, Agendas, and Attendance Sign in Sheets
- 6.2 COFL-FF-ED-4.3.1-2 Evaluation of Aspects Criteria Matrix
- 6.3 COFL-FF-ED-4.3.1-3 Environmental Aspects Annual Review Maintenance
- 6.5 COFL-FF-EP-4.3.3-1 Objectives, Targets & Programs procedure
- 6.6 COFL-FF EP-4.6-1 Management Review procedure
- 6.7 COFL-FF-EP-4.3.2-1 Legal & Other Requirements procedure